

Follow These Important Travel Tips

The Transportation Security Administration (TSA) has a few tips to expedite your screening process at airport checkpoints. These tips are especially important during the holiday season, whether you are on business or personal travel.

Guns and Ammunition

Firearms must be unloaded, placed in a locked hard-sided container, and transported in checked baggage only. You must declare them to your airline. Firearm parts and ammunition are also prohibited from carry-on luggage. In addition, ammunition must travel in the manufacturer's packaging or other packaging suitable for transport.

Packing

Pack your valuables (e.g., jewelry, money, laptops) and your fragile items in your carry-on baggage. Fragile items and laptops could be damaged during transport, particularly when stored in the cargo hold of an aircraft or during handling.

Do not pack heavy food items in your checked luggage. Foods such as fruit-cake may cause the airport screening machines to alarm, thus slowing down the security process. Do not stuff your bags. Stuffed bags will be more difficult to close if the screeners have to open your bag for a physical inspection.

Newly Enhanced Screening Procedures

Newly enhanced screening procedures in effect this winter are listed below. Although you may not alarm the metal detector, you may be required to go through additional screening for other reasons. Additional screening may include a pat-down of your upper and/or lower body. If you are selected for additional screening, you may request that the screening be conducted in a private area.

- ✓ As you approach the checkpoint, put all your metallic items, including keys, coins, phones, etc. in your carry-on bag or a plastic bag before you get to the X-ray machine. This will allow you to place all items together in the plastic bin at the checkpoint for easy retrieval as you exit. Some airports provide free plastic bags at the entrance to the checkpoint to collect objects.
- ✓ Remove your overcoat, as well as your jacket, blazer, and suit coat, and place them in a plastic bin or on the X-ray belt. If a sport coat or blazer is worn as the outermost garment—not over a blouse or sweater, for example—it does not have to be removed. Sweaters and sweatshirts may remain on unless they contain a significant amount of metal or their size and bulk could potentially be used to conceal dangerous articles.



- ✓ Take your laptops and video cassette-type cameras out of their carrying cases. Place them in a plastic bin. You may put your overcoat and other coats or jackets on top of these items.

Gifts

Take your gifts to the checkpoint unwrapped. Your gifts will be unwrapped by a screener if additional screening is required. You should consider taking the wrapping paper and tape with you and wrapping your gifts upon arrival.

Sports Equipment

Transport skis and ski poles in checked baggage. You can take ski boots as carry-on luggage. Sporting equipment that can be used as a club (e.g., baseball bats) must be placed in checked baggage. Refer to the TSA Web site at www.tsa.gov/public/interapp/editorial/editorial_1038.xml for additional guidance on transporting sports equipment.



Shoes

You may save yourself several minutes if you remove your shoes and place them on the X-ray belt at the checkpoint prior to going through the metal detector. If you wear shoes that have thick soles, including boots, certain athletic shoes, and platform shoes, or have shoes with metal, you will likely be required to undergo additional screening, even if the metal detector does not alarm.

Locking Your Luggage

TSA suggests that you lock your checked baggage with TSA accepted and recognized locks that allow screeners to open bags without damaging your bag or lock. Other locks may need to be cut if a physical inspection is required. TSA is not liable for damage to locks.

When purchasing locks, check the packaging to ensure it has language similar to “accepted and recognized by TSA.” You can also access a current list of accepted and recognized locks on the Web at www.tsa.gov/public/interapp/editorial/editorial_1634.xml.

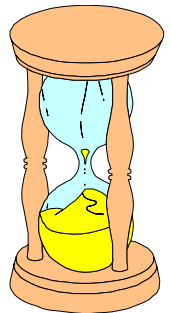
Inappropriate Statements

Jokes or statements regarding bombs or threats during the screening process are taken very seriously. They may be grounds for both civil and criminal penalties, and could cause you to miss your flight.

Checkpoint Wait Times

TSA provides expected wait times for the security checkpoints at specific airports to assist you in planning for your flight. You can access the information at www.tsa.gov. Select *Security Checkpoint Wait Times* under *Travel Tips* on the left side of the screen, near the bottom of the page.

Remember to also build in additional time for parking and airline check-in. You can check your airline’s Web site for possible flight delays. ➔



Southwest Allows Agents to Book Business Travel at Internet Fares

Southwest Airlines has made it possible for our travel agents to book business travel at the Internet fares using the state CTA (Central Travel Account) credit card.

SWABIZ, the Southwest Airlines Business Account, removes the barrier limiting the use of Internet fares to personal travel only. SWABIZ also lifts the restriction to booking Internet fares on a corporate credit card.

Fares booked through SWABIZ carry no change fees.



Provide Consultants with Letters to Obtain State Lodging Rates

If your agency is reimbursing the lodging costs for consultants, you must provide each consultant with a letter stating that they are eligible to book lodging at the State of Utah per diem rate.

Hotels will not allow anyone who is not a state employee to use the per diem rate without a confirmation on your agency letterhead, stating that the agency will reimburse the lodging expenses and that the consultant is eligible to use state lodging rates.



Travelers Must Be Flexible When Scheduling Airline Travel

We would like to remind travelers that they need to be flexible when scheduling airline travel. As we told you last month, because most planes are currently flying at full capacity, it may be difficult for our agents to obtain seat assignments on some flights.

When this occurs, our agents will automatically check for the availability of seat assignments on alternate flights, including connecting flights. They may also attempt to book an alternate seat assignment (for example, a middle seat for a traveler who requested an aisle seat or a window seat).

Although our agents will do all they can to accommodate travelers's preferences for day, time, and seat assignment for airlines reservations, travelers need to be willing to adjust their schedules to obtain an airline seat assignment.



Tami Nelson Is Your Source for Group Events

If your agency is planning a group event (e.g., conference, training session, retreat), contact Tami Nelson in the State Travel Office for information or for approvals. Tami, who is the State Travel Coordinator, can provide information about facilities and about state policies regarding groups. She also can approve your agency's plans for group events.

In addition, Tami can use the bargaining power of the state's dollar volume to help you obtain facilities, services, and meals at substantially reduced rates. Keep in mind that if the total cost of the event is more than \$1,000, agencies are **required by state policy** to make arrangements through the State Travel Office.

You can contact Tami at 801-538-3109 or taminelson@utah.gov.



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New Travel Agent

Welcome to Tami Harris, who started work as an agent in the State Travel Office on Nov. 17. Tami, who has worked locally in the travel industry for 19 years, has experience booking both domestic and international travel.

Tami loves to travel and recently returned from a trip to Hawaii. She has traveled extensively, including to over 50 foreign countries.

Contact Tami at 801-538-3743 or by e-mail at tamiharris@utah.gov.



Diamond Parking Rate Changes



Diamond Parking now charges \$5 per day for self-parking. To receive this special rate, travelers must identify themselves as state employees by presenting a valid state ID badge or state business card. Diamond provides shuttles to and from the Salt Lake International Airport. ➔

State Travel Agency Personnel

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State Travel Agency Contact Information

Monday – Friday
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801-538-3350

Daytime Emergency
8:00 a.m. – 5:00 p.m.* weekdays
801-537-9124

After Hours Emergency
5:00 p.m. – 8:00 a.m.* weekdays,
and on weekends and holidays
1-800-358-1019
(per call charge to CTA)

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Office Hours
8:00 a.m. – 5:00 p.m.* weekdays
State of Utah Holidays Observed

*Mountain Time